



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SUPERVISOR, CENTRALLY ASSESSED PROPERTIES	38	B	7.425

DEFINITION OF CLASS:

Under general direction, supervises, trains and directs a professional staff in 1) determination of the valuation of mines and the net proceeds of minerals statewide for tax assessment purposes and 2) establishment of valuations of intercounty and interstate utilities and transportation companies for property tax purposes; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a single position classification. Incumbents in this classification report to the Chief, Division of Assessment Standards and supervise property appraisers and utility valuation analysts. This classification differs from the Supervisor, Locally Assessed Properties in the specific valuations conducted and the corresponding knowledge base required to effectively administer the program.

EXAMPLES OF WORK:

(The following is used as a partial description and is not restrictive as to duties required.)

Supervises and reviews the performance of a staff of professionals responsible for conducting appraisals of mines statewide and/or the valuation of utility and transportation companies. Supervision includes work assignment and review, training, performance appraisal and recommendation of disciplinary action.

Develops a schedule of appraisals and valuations to be conducted to ensure that all companies are reviewed according to statutory timelines.

Coordinates the transfer of all data into a computerized data base in order to effectively compile and communicate assessment information to taxpayers and/or county assessors.

Oversees the billing, collection, disbursement and refunding of tax revenue associated with the assessment of mines, utility and transportation companies. Implements procedures to ensure the efficiency and effectiveness of the process.

Provides expert testimony concerning the appraisal of all centrally assessed property at county and State board of equalization and other administrative agency hearings.

EXAMPLES OF WORK: (Cont.)

Interprets for taxpayers and company and industry representatives either orally or in writing the meaning of statutes, codes, policies, procedures, results, etc. regarding appraisals and assessments. Meets to discuss and resolve differences.

Gathers and assists in evaluating data pertaining to bill draft requests and fiscal notes required by the legislature and composes a Department response. Conducts other research concerning the regulation of assessments as requested.

Forecasts, recommends and monitors the travel and equipment budget for staff to ensure the availability of necessary resources.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of Nevada's revenue and taxation laws and corresponding regulations in order to direct and regulate assessment of property in Nevada. Knowledge of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration. Knowledge of supervisory techniques including disciplinary processes, motivation, employee evaluation and the development of work performance standards. Knowledge of the State budgetary process and the ability to project costs.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of appraisal methods, principles and practices in order to independently value property. Knowledge of technical and legal terminology, documents, descriptions, etc. Knowledge of Federal and State laws, policies and procedures relating to assessment and taxation. Knowledge of utility operations and rate base criteria. Knowledge of basic accounting, Generally Accepted Accounting Principles and financial accounting standards.

Skill in establishing valuations on complex utility and transportation companies.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from an accredited four year college or university in Business Administration, Public Administration or related area and four years of experience in property appraisal, which includes at least three years of appraisal experience for tax purposes and two years of supervisory experience, or four years of full-time experience in a financial management or managerial accounting environment which has provided knowledge of financial management and managerial accounting principles and practices through the development, evaluation or revision of programs, organizations, methods or procedures and two years in a supervisory capacity; OR

II

Two years experience as a Utility Valuation Analyst in Nevada State service and one year of supervisory experience; OR

III

An equivalent combination of education and experience.

LICENSE:

Certification as property tax appraiser by the Nevada Department of Taxation is required.

A valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.425</u>
REVISED:	07/01/79
REVISED:	05/31/79PAC
REVISED:	11/20/79-3
REVISED:	04/11/86
REVISED:	07/18/86
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